

FAC file
Emp. Sug.

11 April 1977

STATINTL

MEMORANDUM FOR: [REDACTED]

C/OS/LOG

THROUGH

: C/SM&FB

SUBJECT

: Request for Logistics Services -
Sign for Duty Office - Office of Security

(based on suggestion)

REFERENCE

: Request dated 24 February 1977

On 23 March 1977 the Fine Arts Commission reconsidered the attached request by the Office of Security to mount the Agency seal and sign on the wall outside the Office of Security Duty Office.

The Commission, with only one dissenting vote, was of the opinion that the request should be denied. The reasons were the strong desire to minimize signs of all kinds in the main corridor in the interest of avoiding visual clutter; the concern that favorable action would establish a precedent that could be cited by the many others who have solicited the Commission for unit signs of many kinds; and the fact that the Commission has under consideration hanging a large painting on the wall just outside the entrance to the Office of Security.

I apologize for having permitted this decision to have dragged on for such a long time.

STATINTL

[REDACTED]

Chairman
Fine Arts Commission

Att: ref

cc: OL/LSI [REDACTED] w/att

STATINTL

*Seal and sign were
removed. Seal soon there
after taken down.*

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]		
2	[REDACTED]		
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

This request has bounced back again. Milt said that 3" letters do not exist.

Should we:

1. Change it to 4"
2. Change it to 4" and reduce wording to
SECURITY
DUTY OFFICE
3. Deny all as this could lead to
GSA, Central Processing, etc. re-
questing the same.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
[REDACTED] E30 [REDACTED]	2/28/77

<input type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET
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FORM NO.
1-67

237

Use previous editions

☆USGPO: 1976 - 202-953

(40)

REQUEST FOR LOGISTICS SERVICES

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION :

Service Requested:

PLEASE MAKE WALL (DISPLAY) SIGN FOR THE DUTY OFFICE - OFFICE OF SECURITY
WITH AGENCY SEAL MOUNTED AND DISPLAYED THE SAME AS THE ATTACHED SAMPLE.

ITEM	ACCN	INFO
1. WALL SIGN	✓	✓
2. AGENCY SEAL		
3. DUTY OFFICE		
4. OFFICE OF SECURITY		
5. AGENCY SEAL		
6. DUTY OFFICE		
7. OFFICE OF SECURITY		
8. AGENCY SEAL		
9. DUTY OFFICE		
10. OFFICE OF SECURITY		

Deadline Date, if applicable

Attachment

☐

Yes

☐

No

Justification:

Special Considerations, if any:

WILL REQUIRE FINE ARTS COMMISSION APPROVAL.

STATINTL

Location where work is to be performed (room no. & bldg.)

1E-26, HQS.

Contact Official

Cost Center

Tel. Ext.

Date of Request

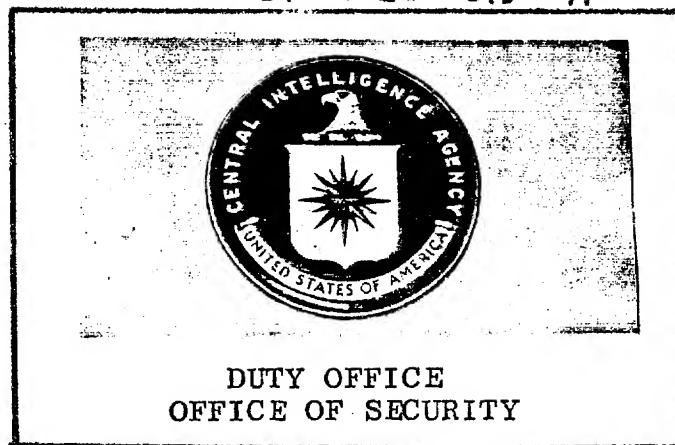
24 FEB. 77

Requestin

STATINTL

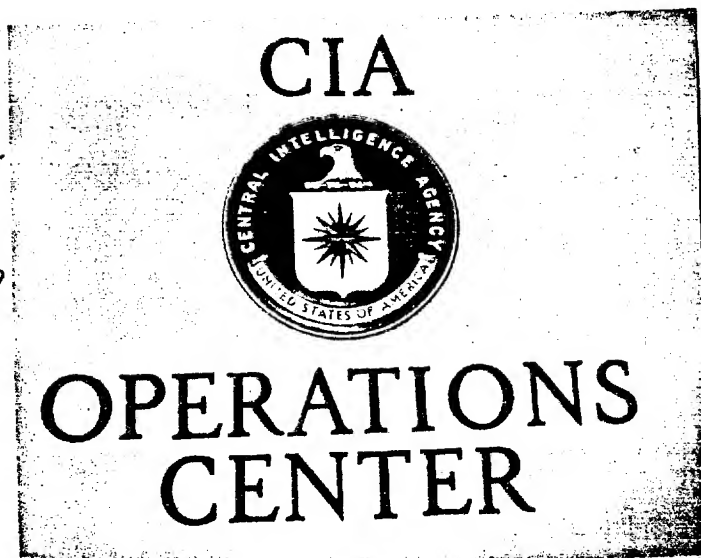
☐
☐
☐

SAMPLE DISPLAY



SEAL: 15" diameter
LETTERS: 3" high & 2" wide

SAMPLE
→



The display will be similar to the display located outside of the CIA Operations Center (See above photograph) except the lettering will be 3" high and 2" wide.

Approved For Release 2002/02/19 : CIA-RDP87-01130R000200020012-4

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

EXTENSION

NO.

77-206

DATE

31 January 1977

STATINTL

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. [REDACTED]
4E 70 Headquarters

2 Feb 77

DB

Attached is the FAC position

2. [REDACTED]

3 FEB 1977

CH

Will OS take up the requirement with OL, please?

3. C/HISB - FAY

8 FEB 77

gno

As you'll note, Chairman, FAC wishes to review the design.

5.

6.

7.

8.

9.

11.

12. EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

13.

14.

15.

1-2: For your action, please. Request your advice of status by 28 Feb. no use may you change to [REDACTED]

Thanks

10-
Phy Sec Div will go along with
Chas. JAC - Let's get
to be no further [REDACTED]
31.

OS

FORM 3-67

610

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ROUTING AND RECORD SLIP

Approved For Release 2002/02/19 : CIA-RDP87-01130R000200020012-4

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE 1001 AMES BUILDING		EXTENSION	NO. 77-206
TO: (Officer designation, room number, and building)		DATE	STATINTL 24 January 1977
	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED	
6G 00 Headquarters			Does FAC agree with this suggestion, as amended by the 12 January 1977 report by Chief, Physical Security Division?
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13. EXECUTIVE SECRETARY SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE 1001 AMES BUILDING	1/28/77		Surf inch high letters seem too large to me. They would cover a very large wall area to spell out 31 or 32 letters and spaces. I would approve the suggestion for the FAC as amended by Ch. Physical Security Division, if the letters were no more than 3 inches high.
14. 1001 AMES BUILDING			
15.			

FORM 3-62

010

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Approved For Release 2002/02/19 : CIA-RDP87-01130R000200020012-4
 TO: Executive Secretary
 Suggestion Awards Committee

77-206

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☒ ADOPT ☐ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

This basic suggestion has met with the approval of the Director of Security; Chief, Physical Security Division; and Chief, Headquarters Security Branch. The name "Security Command Center" should be changed to read "Duty Office, Office of Security". All other suggestions should be adopted contingent on the approval of the Fine Arts Committee.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

STATINTL

DATE

12 January 77

S

(HMO)

FORM 2-72 2-75 USE PREVIOUS EDITIONS

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SECRET

(43)

TITLE OR SUBJECT OF SUGGESTION

SUGGESTION NO.

Security Command Center Display

77-2061

PRESENT METHOD

Currently, a small room number designator approximately six inches square is used to reflect "Duty Office, Office of Security," room 1E26.

SUGGEST

A more readily identifiable sign, to be arranged on the hallway wall outside of room 1E26, to read "Security Command Center" along with the Agency seal. The display would be similiar to the "CIA Operations Center" consisting of six inch letters and Agency seal.

ADVANTAGES

The sign would clearly establish the location of the Security Command Center which is the focal point of Agency and national emergencies where high level administrators respond. It would also serve as an immediate recognition for employees in need of assistance. And finally, it would enhance the image and prestige of the Office of Security.

FORM 244
(2-73)USE PREVIOUS
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☐ UNCLAS